

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Duchac, Frohling, Greshay and Schmidt.**

**MEMBER EXCUSED: Marsik**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 6, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

**ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Julie Kolp, Finance Director; Brian Field, Highway Commissioner; Pete Thompson, Assistant Highway Commissioner; Angi Zilliox, HR Specialist; Shelby Miller, HR Assistant II.**

**Meeting called to order by Frohling at 9:00 a.m.**

Roll call was taken. All members present, except Marsik who was excused.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Frohling asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the September 15, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Kolp addressed the committee regarding creating a new position of Senior Accountant in the Finance Department. She indicated that one of her Administrative Assistants has been promoted to another position within the County and that she would be keeping this position vacant at this time. She explained that she looked at the job duties of all the positions within her department and determined that a senior accountant level was needed. She explained that an Account Technician has been vacant and unfunded for a number of years and she will be looking to eliminate that position and create a full-time benefited Senior Accountant position. Eske explained that a Job Description Questionnaire (JDQ) had been completed and sent to Carlson Dettmann for recommendation of placement in the current labor grade structure. She stated the recommendation came back from Carlson Dettmann to place the Senior Accountant into labor grade nine (9). Eske stated that when compared to other positions in this grade this recommendation is appropriate. Eske stated that a resolution will be going before the County Board to create this new position.

Motion by Greshay to approve the placement of the Senior Accountant position at a labor grade nine (9) of the current labor grade structure. Second by Duchac. Motion carried.

Mielke gave the Committee an update on Assembly Bill 269 and told everyone to stay tuned.

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Eske informed the Committee that Joe Marsik and herself attended the Highway Commission meeting on September 29, 2015. She stated that Brian Field, Highway Commissioner, and Pete Thompson, Assistant Highway Commissioner, presented information regarding troubles they have had hiring and retaining experienced employees in the Highway Department. Field and Thompson joined the Human Resources Committee meeting to answer questions from Committee members and share concerns related to hiring and retaining employees especially during snow plow season. Marsik and Eske will be attending the next Highway Committee meeting for further discussion. Eske and Field will meet prior to this to discuss possible options.

Eske gave the Committee an update on the Kronos Project.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

(One) 1 Equipment Operator – F.T.

Highway Department

(One) 1 Counselor I, II or III – AODA (TAP) – F.T.

Human Services & Health

(Three) 3 Correctional Officer – F.T.

Sheriff's Department

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Eske explained that an employee of the Physical Facilities Department has requested a medical leave of absence. Eske explained that this employee has not been employed with the County for at least one (1) year and therefore does not qualify for FMLA. Eske stated the employee has medical support.

Eske explained a leave of absence request for an unpaid general leave from an employee of the Human Services & Health Department. Eske explained that this employee has exhausted her 2015 State and Federal FMLA and county provided medical leave. She stated that the employee is still unable to return to work due to her serious health condition. Eske explained that the employee has medical documentation to support the need for her to be off work.

Eske explained that an employee of the Clerk of Courts office has requested a unpaid general leave for a previously planned and paid for vacation. Eske explained that this employee will be required to use all her own paid time (vacation) for an unplanned leave of absence for her own serious health condition under FMLA. Eske explained that she would like to use unpaid time for this previously planned vacation.

Eske explained that an employee of the Information Technology Department has requested a medical leave of absence. Eske explained that this employee has not been employed with the County for at least one (1) year and therefore does not qualify for FMLA. Eske stated the employee has medical support.

Motion by Greshay to approve the leave of absences as presented. Second by Schmidt. Motion carried.

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The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION: Michael W. Workman, Traffic Patrol Officer, Sheriff's Department, \$27.29, Pay Grade SSU04, Step 3M18, 09/29/15. NEW HIRE: Tylor D. Reed, Utility II Truck Driver West, Highway Department, \$17.14, Pay Grade DC04, Step ST02, 09/21/15; Emily J. Groh, ADR Specialist I, Human Services & Health, \$18.59, Pay Grade DC05, Step ST01, 09/28/15; Karen Callies, Account Clerk III, Human Services & Health, \$16.66, Pay Grade DC04, Step ST01, 09/23/15; Matthew N. Nummerdor, Utility II Truck Driver West, Highway Department, \$17.14, Pay Grade DC04, ST02, 09/28/15. STEP INCREASE: Tracy Malterer, Administrative Secretary III, UW Extension, \$15.58, Pay Grade DC03, Step ST03, 10/29/15; Susan K. Kupsch, Child Support Specialist II, Child Support, \$20.18, Pay Grade DC05, ST04, 11/10/15, Anthony D. Brugger, Deputy Jail Administrator, Sheriff's Department, \$35.46, Pay Grade DC10, ST10B, 11/01/15; Barbara J. Mullin, Communications Officer, Sheriff's Department, \$25.49, Pay Grade DC05, S14B, 09/18/15; Lee G. Schneider, Communications Officer, Sheriff's Department, \$25.49, Pay Grade DC05, S14B, 03/12/15; Cathy L. Wiersma, Senior Social Worker, Human Services & Health, \$29.58, Pay Grade DC08, S09A, 11/02/15; Patricia Beier, Counselor I – AODA/TAD, Human Services & Health, \$19.12, Pay Grade DC05, ST02, 10/20/15; Jennifer L. Smith, Senior Social Worker – CPS Investigator Intake, Human Services & Health, \$29.23, Pay Grade DC08, S08B, 09/19/15; Rodney A. Kreitzman, Jail Administrator, Sheriff's Department, \$40.30, Pay Grade DC12, S10B, 10/29/15; Tammy C. Gebhardt, Communications Officer, Sheriff's Department, \$23.88, Pay Grade DC05, S11A, 09/25/15; Julie M. Kaiser, Child Support Assistant Attorney, Child Support, \$33.42, Pay Grade DC09, S11A, 09/17/15; Derrick J. Rohde, Utility II Truck Driver – West, Highway Department, \$18.09, Pay Grade DC04, ST04, 11/12/15; Bruce J. Boyd, State Patrol East, Highway Department, \$22.37, Pay Grade DC04, S13B, 11/12/15; Joel A. Bischoff, Equipment Operator – East, Highway Department, \$22.30, Pay Grade DC05, S08B, 11/16/15; Danelle Sunderland, Customer Service/Operations Coordinator, Human Services & Health, \$18.56, Pay Grade DC04, ST05, 09/06/15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report:**

- a) Disciplinary Actions: None.
- b) Grievances and Arbitrations: Eske informed the Committee that a grievance hearing regarding uniform policy will be held before this committee on October 20, 2015.
- c) Eske informed the Committee that Tonia Mindemann has been selected as the new Assistant Human Resources Director and will begin employment on November 3, 2015.


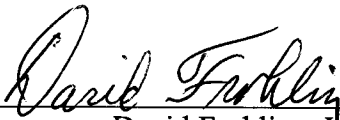
Future Agenda Items: Highway Department hiring and retention.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **October 20, 2015 and November 3, 2015 at 9:00 a.m.**, which will be held in room 4C of the Administration Building.

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Meeting adjourned by order of the Vice Chair at 10:43 a.m.

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| Richard Greshay, Secretary  | David Frohling, Vice Chairperson   |

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.